



## Information Needed in a Resume

Understanding the requirements of a resume submitted to CVE during the verification application process

### Issue:

The Center for Verification and Evaluation (CVE) outlines elements and information needed in resumes in support of a firm's verification application.

### Discussion:

All owners associated with the firm applying for verification are required to submit a resume. The resume is an essential document which supports the verification application by demonstrating the Veteran(s) owner's ability to control and manage the applicant firm. The resume is reviewed to determine if the Veteran(s) has the experience, education, and expertise needed to operate and manage the firm.

Not providing a resume and vital information therein can delay processing a verification application or in some cases, may even lead to a negative determination. Here are some elements and information which need to be included in the resume:

#### **A descriptive listing of jobs/experience in chronological order**

- List the most current positions first
- List the start and end date for each position listed
- List the position titles for each job

#### **Describe duties for the positions listed**

- Be clear, concise, and include all work experience related to the type of work performed by the applicant firm
- Include previous experience and elaborate when necessary to emphasize
- Avoid generalizing tasks

#### **Provide basic information**

- Include identifying information (e.g., your name and address)
- List all applicable education, professional licenses and/or certifications and trainings. Please note, CVE may request documentation supporting any education, licenses, or training reflected on the resume.

#### **Include the firm listed in the verification application**

- The applicant firm must be listed among in the history of jobs held

CVE considers a resume to be **complete** when the elements on page two are included.

## Resume Checklist:

- Is the Veteran business owner's name included as it appears on VA Form 0877?
- Is the Veteran's business address included?
- Does the information include a descriptive listing of the Veteran business owner's jobs/experience?
  - Is the above descriptive listing in chronological order?
  - Is the start and end date of employment included?
- Does the information include all applicable education, professional licenses, and/or certifications and training relating to the work the firm will be engaged in?
  - If you have a NAICS code on your profile which requires specialized training and/or certificates, please upload evidence of applicable course completion, and/or a copy of the license/certification to your profile.
- Is the firm for which the verification application was submitted listed?
  - Is the current position held, to include job duties within the applicant firm listed?

For additional information on the renewal process please utilize any of the following resources:

[Verification Assistance Program](#)

[Verification Assistance Briefs](#)

[Verification Self-Assessment Tool](#)

[CVE Verified Counselors](#)

Visit <http://www.VetBiz.gov> for more information about CVE and the Verification Process.

### **The Center for Verification and Evaluation**

866-584-2344

Monday-Friday

8 a.m. to 8 p.m. (Eastern)

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